



CALIFORNIA EXPOSITION & STATE FAIR DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:
		____/____/____
CLASSIFICATION:	POSITION #:	UNIT #:
State Fair Worker-Exhibit Crew	313-420-5999-901	420

SUPERVISOR ACKNOWLEDGEMENT

BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR NAME:	CLASSIFICATION:
John Danielsen	Exhibit Coordination and Design
SUPERVISOR SIGNATURE:	DATE:
	____/____/____

POSITION INFORMATION

MISSION:

The California Exposition and State Fair (Cal Expo) mission is to create and provide a State Fair experience reflecting California including its industries, agriculture, and diversity of its people, traditions and trends shaping its future through competitions, exhibits, events, displays, entertainment and education during the State Fair and throughout the year.

CONCEPT OF POSITION:

CONCEPT OF POSITION Under supervision, the exhibit crew will assist in the research and development of featured exhibits and hands-on fabrication, installation, and display of State Fair exhibits. Work performed may include clerical tasks such as correspondence, data entry, proofing, purchasing, recording and filing, documentation, taking inventory, online research for exhibit content, writing interpretive exhibit text, reproduction of photo images, creation of exhibit graphics and illustrations, light fabrication/construction, painting murals, visual display, hanging banners, lighting, and detailing/maintenance of exhibits. Knowledge or experience in studio art, gallery installation, mounting and framing, stage craft, carpentry, computer graphics, painting, or visual merchandising is desirable. Applicants must be organized and self-motivated, have ability to follow direction, meet deadlines, and work long or irregular hours.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

- | | |
|--|---|
| <input type="checkbox"/> DESIGNATED UNDER CONFLICT OF INTEREST CODE | <input type="checkbox"/> MAY REQUIRE ANNUAL MEDICAL EVALUATION |
| <input type="checkbox"/> REQUIRED TO CARRY A BLACKBERRY/IPHONE | <input type="checkbox"/> MAY REQUIRE DRUG TESTING |
| <input checked="" type="checkbox"/> CA DRIVER'S LICENSE, CLASS – LIST TYPE(S): | <input checked="" type="checkbox"/> BACKGROUND CHECK/FINGERPRINT CLEARANCE |
| <input type="checkbox"/> PARTICIPATION IN DMV PULL NOTICE PROGRAM | <input type="checkbox"/> OPERATES HEAVY MOTORIZED VEHICLES |
| <input type="checkbox"/> REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS | <input checked="" type="checkbox"/> WORKS AT ELEVATED HEIGHTS |
| <input type="checkbox"/> WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC | <input checked="" type="checkbox"/> PROLONGED PERIODS OF (CHECK ALL THAT APPLY): |
| <input checked="" type="checkbox"/> PERIODIC OVERTIME | <input checked="" type="checkbox"/> SITTING <input checked="" type="checkbox"/> STANDING <input checked="" type="checkbox"/> KNEELING <input checked="" type="checkbox"/> BENDING <input checked="" type="checkbox"/> LIFTING |
| <input type="checkbox"/> MAY BE REQUIRED TO RESPOND AFTER WORK HOURS | <input checked="" type="checkbox"/> OTHER May be exposed to extreme temperatures or |
| <input type="checkbox"/> PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND | airborne dust. Incumbents should be prepared to sit or stand |
| (EXPLAIN) | prolonged periods of time |

SUPERVISION EXERCISED (CHECK ONE):

<input type="checkbox"/> NONE <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> LEAD PERSON <input type="checkbox"/> TEAM LEADER		
FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:		
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:
FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:		
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:
RESPONSIBILITIES OF POSITION		
ESSENTIAL FUNCTIONS:		
Observe museum quality standards in the handling of all exhibit items; maintain a clean and safe working area; protect exhibit items from non-authorized persons and ensure buildings are secured as necessary.		
45%	<p>In preparation of the California State Fair and under direction of the exhibit designer and coordinator, assists in the fabrication, installation, and display of state fair exhibits. Performs manual labor involved in the light fabrication/construction, finishing, painting, and installation of exhibits and interactives.</p> <p>Under supervision of the exhibit designer and coordinator, performs visual display by hanging or installing photos, art, and text panels; decorating; installing acrylic display cases; working with fabrics, hanging quilts, and dressing manikins. The Exhibit Crew will arrange 2D or 3D entries or exhibit items and will work on stage-like platforms, inside display cases, and on exhibit walls.</p>	
25%	Assists with research, writing of interpretive exhibit text, proof-reading, reproduction of photo images, creation of exhibit graphics, painting murals, mounting and cutting graphics and text panels, visual display, hanging banners, lighting of exhibits, installing interactive sounds, and dismantling of exhibits.	
15%	Performs clerical duties as assigned including, but not limited to filing, data entry, scanning documents, answering phones, taking inventory, receiving and delivering loaned exhibit items and exhibit entries, preparing bids, purchasing, and maintaining a clean work environment.	
10%	Assists with cleaning, maintenance, routine repairs, repair of signage, and installation of new signage and banners during fair time; may act as a docent during fair time; changes out daily displays and prepares for visiting presenters during fair.	
MARGINAL FUNCTIONS:		
5%	Assist with other duties as assigned/other related work.	

DESIRABLE QUALIFICATIONS

(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)

- Excellent written and verbal communication skills
- Experience performing clerical work and ability to maintain proper computer files
- Working knowledge of office programs (Microsoft Office Suite)
- Ability to perform phone research, perform outreach, write text for exhibit informational panels and conduct fact checks
- Experience working with artwork or handmade items
- Knowledge of gallery installation practices, working with fabrics, jewelry, and 2D and 3D items with the ability to perform visual display
- Knowledge of mounting of photos and graphics, cutting to size, and preparing for display
- The ability to work in a fast paced environment with changing priorities and ability to multi-task
- Ability to meet deadlines
- Exceptional attendance, punctuality, and dependability
- Outstanding customer service skills, ability to work well with others, and outside vendors and clients, exhibit tact and diplomacy in verbal and written communications, ability to maintain confidentiality, and possess a strong work ethic
- Ability to work independently or cooperatively in a group setting
- Ability to work weekends, holidays, and long and irregular shifts
- Ability to work in uncomfortable weather conditions and temperatures
- Ability to keep a clean and safe working environment
- Ability to maintain valid driver's license
- Knowledge of light fabrication/construction, painting preparation, application, and finishing
- Knowledge of proper use of power tools (drills, power saws, routers, etc.), hand tools, and typical display supplies

SPECIAL PHYSICAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/2 to 2/3 of a workday

Occasionally: Involves 1/3 or less of a workday

Standing: 2/3

Walking: 2/3

Sitting: 1/3

Lifting: 2/3

Carrying: 2/3

Stooping/Bending/Kneeling/Crouching: 2/3

Reaching in Front of the Body:

Climbing: 2/3

Balancing: 2/3

Pushing/Pulling: 2/3

Fine Finger Dexterity: 2/3

Hand/Wrist Movement: 2/3